



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Deborah A. Gist
Commissioner

VACANCY NOTICE

JUNE 18, 2010

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF ACCELERATING SCHOOL PERFORMANCE
OFFICE OF MULTIPLE PATHWAYS**

***DIRECTOR, OFFICE OF MULTIPLE PATHWAYS**

\$91,874 - \$131,318

APPLICATION PERIOD:

All resumes must be received by
JULY 1, 2010.

APPLICATION REQUIREMENTS:

Send cover letter, resume and two
current letters of reference to:

Rhode Island Department of Education
Office of Human Resource Development
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be emailed to
lisa.vieira@ride.ri.gov

Signed letters of reference should be mailed.

PLEASE NOTE:

Candidates selected for interview will be
required to submit official transcripts.

**DUTIES AND
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN
BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE
JOB.

*** SUBJECT TO FTE AND FUND AVAILABILITY**

(Position is part of Board of Regents Executive Staff)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability

DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

NON-CLASSIFIED JOB DESCRIPTION

TITLE: Director – Office of Multiple Pathways

ORGANIZATIONAL CENTER: This position is located in the Division of Accelerating School Performance, Office of Multiple Pathways. This position reports directly to the Chief of Accelerating School Performance.

GENERAL STATEMENT OF DUTIES: Incumbent is responsible for leading, managing, and supporting school transformation efforts in secondary schools, career and technical education, adult education, and eLearning environments.

LEADERSHIP, MANAGEMENT AND COLLABORATION: The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. The context for this work must be strong advocacy for students and schools and a positive commitment to the role of the Department of Education as a central state level advocate. Must work in collaboration with other team members to support the Department's strategic plan's priorities of "Ensuring Educator Excellence", "Accelerating All Schools Toward Greatness", "Establishing World-Class Standards and Assessments", and "Developing User Friendly Data Systems".

SUPERVISION RECEIVED: Works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. The Director is subject to an annual performance assessment.

SUPERVISION EXERCISED: Facilitates, directs, coordinates and assesses the work of professional, technical, and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Directs the development of a system of pathways that will lead students to success in college, career and life.

Promotes statewide interagency cooperation that leads to increase access to learning and work opportunities for students.

Assures implementation of high school regulations by leading and collaborating with staff members to create guidance and professional development opportunities for schools to ensure compliance and implementation.

Assures the support and development of new service models that form innovative partnerships between business, communities, higher education institutions and K-12 public schools.

Promotes a comprehensive system of career and technical education in partnership with business and industry and other governmental agencies by integrating career and technical education in high schools, including revising career and technical regulations and programs.

Promotes development of statewide system of eLearning environments that supports multiple pathway strategies and enhances access and opportunities for youth and adults.

Assures the use of data in making program design and policy decisions.

Promotes the building of cooperative agreements between higher education institutions and K-12 schools to develop dual enrollment options, early college partnerships, expanded work site experiences, and other redesign options.

Seeks opportunities to write state, federal and privately funded grants.

Expands representation on various work force development boards and teams to facilitate working relationships between schools, businesses and communities.

Assures implementation of middle school reform.

Administers Federal and State grants.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of secondary reform principles, CTE, adult education principles, higher education, and K-12 counseling principles.

Knowledge of school change processes.

Knowledge of grant processes and procedures.

Knowledge of applicable Federal and State laws and regulations.

Skilled in coordinating and facilitating the work of staff and stakeholder groups.

Strong writing and speaking skills.

Skilled in working collaboratively.

Skilled in designing and delivering professional development opportunities.

Skilled in developing policies.

Skilled in implementing Federal programs.

Skilled in preparing grant applications.

Skilled in administering grants.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Master's Degree in Education.

EXPERIENCE: Five years of leadership/management experience in education at the local or state level.

OR: Any combination of education and experience that shall be substantially equivalent to the above.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for individuals with a disability.

Date: June 2010

